



2026-27 Student and Family Handbook

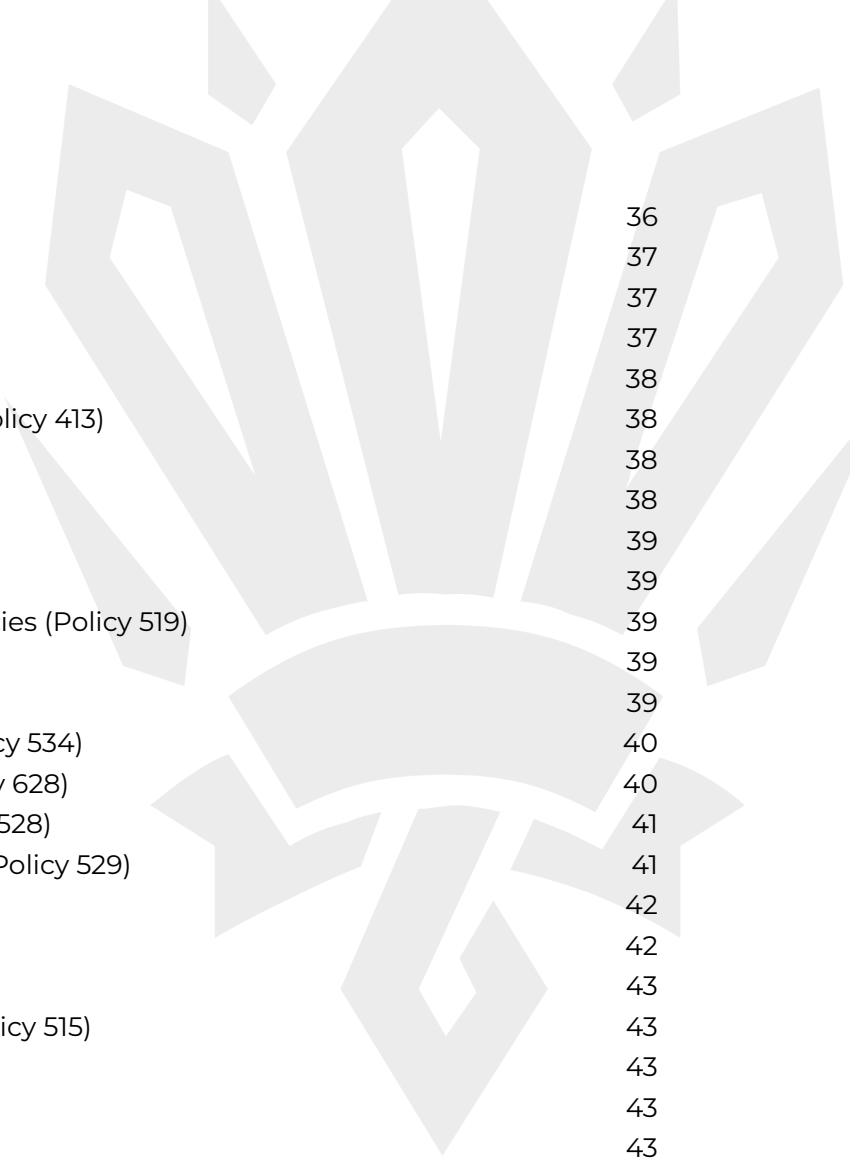


Table of Contents

Table of Contents	2
Welcome from the Administrative Team	6
Welcome from the Edina Student Council Executives	7
General Information	8
Edina Public Schools Mission	8
Edina Public Schools Vision	8
Policy Information	8
Staff Directory	9
Paul Paetzel	9
Jenn Carter	9
William Britt	9
Michael Pretasky	9
Troy Stein	9
Jeff Pope	9
Staff Directory	9
Where Do I Go for Help at Edina High School?	9
Academic and Credit Information	10
Academic Recognition	10
Honor Roll	10
Edina Academic Letter Award	10
Edina Scholars	11
Alternative Methods of Earning Credit at EHS (Policy 620)	11
Credit for Prior Learning/Credit by Assessment (Policy 620)	11
Early Graduation (Policy 613)	12
Final Exams	12
Graduation Requirements (Policy 613)	12
Homebound Instruction	12
Independent Study	12
Outside of EHS (External)	12
Within EHS Departments (Internal)	13
Parent/Guardian Refusal for Statewide Assessments	13
Postsecondary Enrollment Options (Policy 620)	14
Support/Assistance with School Work	14
Teacher Conferences	14
Attendance Expectations/Procedures (Policy 503)	14
Excused Absences	15
Any Excused Absence	15
12 Excused Absences	15
Unexcused Absences	15
Any Unexcused Absence	15
3 Unexcused Absences	15

7 Unexcused Absences	15
12 Unexcused Absences	15
Consecutive Absences	16
Chronic Absenteeism	16
Tardiness	16
Attendance at Assemblies and Pep Fests	16
E-Learning/Weather Days	16
No School (Traditional “Snow Day”)	16
E-Learning Day	17
Electronic Technology	17
Acceptable and Unacceptable Use (Policy 524)	17
Purpose	17
Cell Phone and Personal Electronic Device Usage	18
Classroom Expectations Using Technology	18
Tier 1	18
Tier 2	18
Tier 3	18
Misuse of Technology	19
First Infraction	19
Second Infraction	19
Third Infraction	19
Fourth Infraction	19
Device Security Risks	19
Online Code of Ethics (Policy 524)	19
Limitation of Liability	21
Grading Information	21
Grading (Policy 618)	21
Grade Letters and Values (Non-Weighted) (Policy 618)	21
Grade Letters and Values (Weighted) (Policy 618)	22
Grade Replacement	22
Grade Reporting Updates	22
Make-Up Work Guidelines (Policy 503)	22
Making Up Incompletes (Policy 618)	23
Pass/No Credit Grading Request (Policy 618)	23
Health Services	23
Health Office Procedures	24
Absences	23
First Aid and Illness at School	24
Student Medication Administration (Policy 516)	24
Registration/Scheduling Information	24
Advanced Placement Courses Offered at Edina High School	24
Course Registration Requirements	25

Schedule Changes	25
Course Drops (Policy 618, appendix I)	25
Repeating a Class	26
Student Conduct And Discipline (Policy 506)	26
Bullying Prohibition (Policy 514)	26
Cafeteria Expectations	27
Distribution of Materials (Policy 904)	27
Hazing Prohibition (Policy 526)	28
Loitering	29
Scholastic Dishonesty (Policy 506)	29
School Resource Officers (Policy 507.5)	29
Sportsmanship Expectations and Procedures for All Events	29
Offensive Behavior	29
MSHSL Rules	30
Student Dress (Policy 504)	30
Student Safety	30
Expectations	31
Consequences for Violations	31
Course Removal Policy	31
Tobacco/Vaping (Policy 419)	31
Vandalism (Policy 506)	32
Weapons Prohibition (Policy 501)	32
Student Services	32
College and Career Center	32
Language Access Plan	33
School Counselors	33
School Social Workers	33
General Procedures/Other Information	33
Anonymous Reporting System – Say Something	33
Asbestos Management Plan	33
Backpacks	34
Calendar	34
Complaints (Policy 104)	34
Controversial Issues (Policy 606 - Appendix IV)	34
Crisis Management (Policy 806)	34
Drug Free School and Workplace (Policy 418)	34
Eighteen-Year-Old Students	35
Emergency Drills	35
Employment Background Checks (Policy 404)	35
Equal Access to School Facilities (Policy 801)	35
Extracurricular Transportation (Policy 713)	36
Family Status Changes	36



Fees	36
Fundraising (Policy 629)	37
Food & Beverages in Classrooms	37
Gifts to Employees (Policy 421)	37
Graduation Ceremony	38
Harassment and Violence Prevention (Policy 413)	38
ID Cards	38
Immunizations (Policy 530)	38
Inspections & Searches (Policy 502)	39
Instructional Content Policy (Policy 606)	39
Interviews of Students by Outside Agencies (Policy 519)	39
Lead in Drinking Water Testing	39
Lunch and Breakfast	39
Medical/Health/Accident Insurance (Policy 534)	40
Non-Sponsored Student Activities (Policy 628)	40
Nondiscrimination (Policies 103, 521, 522, 528)	41
Notice of Violent Behavior By Students (Policy 529)	41
Parent Right to Know	42
Pesticide Application Notice	42
Pledge of Allegiance (Policy 531)	43
Release of Records to Other Persons (Policy 515)	43
Scholarships and Grant-In-Aids	43
School Closing Procedures (Policy 807)	43
School-Sponsored Media (Policy 512)	43
Student Records (Policy 515)	44
Student Surveys (Policy 520)	44
Suicide Prevention Information	45
Travel	45
Video and Audio Recording (Policy 717)	45
Visitors in District Buildings (Policy 903)	45
Automobile Parking And Traffic Regulations (Policy 527)	46
Parking Permit Regulations	46
Violations	46
District Policy Manual (Select Topics Index)	47

We strive to provide a quality educational experience for each of our students.

Welcome from the Administrative Team

Dear Edina High School Students and Families,

Welcome to Edina High School! This handbook provides academic and general information about the upcoming school year. It is the responsibility of each student and their parent(s)/guardian(s) to become familiar with the content of this handbook. Please review it carefully and ask a teacher, a counselor, or an administrator questions that you have about the contents. Students and parents should look at the Rights and Responsibilities handbook for detailed information about student conduct expectations.

Our school has enjoyed an admirable state and national reputation for excellence. We have an excellent curriculum and our faculty is well-trained and deeply committed to student learning. Our co-curricular programs are equally impressive. Edina varsity sports teams have earned over 200 state championships, more than any other school in Minnesota. Non-athletic co-curricular activities and fine arts programs have also earned numerous awards.

A safe and positive school environment is essential. It is expected that the adults and students at Edina High School treat each other with respect and dignity. Each person associated with Edina High School should experience a warm and welcoming environment that is conducive to learning. This allows everyone to learn and develop to their full potential. We strive to provide a quality educational experience for each of our students. It is important that teachers and parents be supportive partners in order to maximize educational opportunities for our students. We wish you the very best this year and will work hard to help you make the most of it.

Sincerely,

Mr. Paul Paetzel
Principal

Mrs. Jenn Carter
Assistant Principal

Mr. William Britt
Assistant Principal

Mr. Michael Pretasky
Assistant Principal

Mr. Troy Stein
Assistant Principal/Activities

Mr. Jeff Pope
Academic Dean

Welcome from the Edina Student Council Executives

Dear Edina High School Students and Families,

Welcome to another exciting school year at Edina High School! As we embark on this journey together, we are delighted to present the updated Student and Family Handbook for the 2025-2026 academic year. This comprehensive guide has been designed to support our students and their families, providing essential information about Edina's policies, academic programs, health services, and other school resources. It is the responsibility of each student and their parent(s)/guardian(s) to become familiar with the content of this handbook.

A safe and positive school environment is essential. It is expected that the adults and students at Edina High School treat each other with respect and dignity. Each student attending Edina High School should experience a welcoming community that encourages a productive learning environment.

Edina High School has over 100 sports, clubs, and opportunities in the fine arts in which your student can participate. With 215 State Championship titles (the most of any high school in Minnesota) and numerous awards throughout our arts programs, Edina has fostered a strong sense of school spirit that is embodied by every student. At Edina High School, every student can discover their own unique place. Whether through our diverse clubs, competitive sports teams, or vibrant fine arts programs, there is a home for everyone.

The people who get the most out of their high school experience are the ones who engage in their school's offerings. Students will find a home in any one of these hundreds of opportunities. We encourage all students to explore these options, show respect for everyone in our community, and strive to contribute to making our school a more inclusive and welcoming environment.

We are honored to be serving the student body and excited to see what this school year will bring!

Sincerely,

Claire Boylan, Carter Seifert, and Anna Bovy

The Edina Student Council Executives

General Information

Edina Public Schools Mission

Edina Public Schools is a dynamic learning community delivering educational excellence and preparing all students to realize their full potential.

Through academics, activities, and opportunities, we encourage creativity, foster curiosity, and develop critical thinking skills. We support every student's educational journey by creating a caring and inclusive school culture that supports the whole student.

Edina Public Schools Vision

For each and every student to discover their possibilities and thrive.

Policy Information

All district policies can be found in the [District Policy Manual](#). Besides the policies that are included and/or referred to in this handbook, students are expected to be aware of and to abide by all of the district's policies. Students should pay particular attention to the policies in Section 500, which specifically pertains to students. Questions regarding policies can be directed to your building administrator.

Current district policy may be amended throughout the school year. If the language in this handbook at any time conflicts with the official policies adopted by the school board, such conflict will be resolved in accordance with the language of the policy as most recently adopted. Policy terms are also controlled by statutory requirements in effect at the applicable time.

Staff Directory

Edina High School Leadership Team
Grades 9-12

Paul Paetzel

Principal

[Email](#)

(952) 848-3899

Jenn Carter

Assistant Principal

[Email](#)

(952) 848-3806

William Britt

Assistant Principal

[Email](#)

(952) 848-3805

Michael Pretasky

**Assistant Principal,
Fine Arts**

[Email](#)

(952) 848-3140

Troy Stein

**Assistant Principal,
Athletics**

[Email](#)

(952) 848-3825

Jeff Pope

Administrative Dean

[Email](#)

(952) 848-3218

Staff Directory

[Link](#)

Where Do I Go for Help at Edina High School?

Service	Where to Go
Accident Report	Health Office
Athletic Calendar	hornets.edinaschools.org
Athletic Eligibility	mshsl.org
Attendance Questions	(952) 848-3802
Bus Information	(952) 848-4979
Change of Address	Counselor's Office
Club Information	Activities Office
College Information	Career Center
College Recommendations	Counselor
Course Work	Teacher

Emergency	Any Staff Member
Financial Aid/Scholarships	Counselor
Grading Questions	Teacher
Homework (Extended Illness)	Health Office/Counselor
Injury	Health Office
Locker Problems	Main Office
Lost and Found	Main Office
Lost Textbooks	Main Office
Lunch Assistance	Chartwells Food Service Office
Make-Up Tests	Teacher
Map of the Building	Main Office
Nutritional Assistance	Social Worker
Off Campus Permission Forms	Main Office
Parking Permit Application	Main Office
Requirements for Graduation	Counselor
Summer School Information	Counselor
Student ID Replacement	Main Office
Textbook Fines	Teacher/Main Office
Theft Reports	Main Office/School Resource Officer (SRO)
Transcripts (Official)	Counselor's Office
Transferring Schools	Counselor's Office

Academic and Credit Information

Academic Recognition

Honor Roll (Grades 9 - 12)

Students who earn a semester GPA of 3.5 or higher will be placed on the Honor Roll and recognized by the Principal at the end of each semester.

Edina Academic Letter (Grades 9 - 12)

Students who maintain a cumulative GPA of 3.5 or higher will be recognized annually with an Academic Letter at the conclusion of the academic year.

Edina Scholars

All students who earn a weighted/unweighted cumulative grade point average at or above 3.5 for marks earned at Edina Public Schools in grades 9, 10, 11, and the first semester of grade 12 are designated Edina Scholars. A student who enters Edina during the first semester of their senior year and earns a weighted cumulative grade point average of 3.5 for their work also qualifies.

Award	Accomplishment(s)
Edina Scholar	Weighted/Unweighted Cumulative GPA: 3.5-3.74
Edina Scholar with Merit	- Weighted/Unweighted Cumulative GPA: 3.5-3.74 - Service (1 semester of peer tutoring or earned EHS community service letter)
Edina Scholar of Distinction	Weighted/Unweighted Cumulative GPA 3.75 (+)
Edina Scholar of Highest Distinction	- Weighted/Unweighted Cumulative GPA 3.75 (+) - Service (1 semester of peer tutoring or earned EHS community service letter)

Students in grades 9-12 with a GPA of 3.5 or higher will be recognized each semester and cumulatively.

Alternative Methods of Earning Credit at EHS ([Policy 620](#))

Edina High School has long been recognized for offering a rich and comprehensive curriculum for our students. On rare occasions, students may have interests and/or abilities that exceed the many varied courses and programs available. In an effort to provide students in 9th-12th grade who are motivated to extend beyond the range of our curriculum, we offer an independent study option.

Credit for Prior Learning/Credit by Assessment ([Policy 620](#))

Credit may be granted for student learning that occurs in another learning environment other than the standard course curriculum. The application for course credit for prior learning can be found in Appendix I of Policy 620. The form can be found on the [Edina High School webpage](#) under “Student Support Services” and “Forms.” The application is due 45 days prior to the start of the course (full year and semester courses) with results available no later than 10 days prior to the start of the course. Once completed, return the form to your counselor.

Early Graduation ([Policy 613](#))

Students may be considered for early graduation after meeting the conditions provided in school district policy.

Final Exams

Final exams are given at the end of each semester and are typically 20% of the final semester grade.

Graduation Requirements ([Policy 613](#))

A student must earn 43 semester credits (Class of 2025, 2026, 2027) in grades 9-12 for graduation, 44 semester credits (Class of 2028+).

Required Subject	Required Credits
English	8 credits
Social Studies	7 credits (Class of 2026, 2027; 8 credits Class of 2028+)
Math	6 credits
Health	1 credit
Physical Education	2 credits
Science	6 credits
Fine Arts	2 credits
Personal Finance	1 credit (Class of 2028+)

Homebound Instruction

In any case of an excused absence because of an illness which the attending physician feels may be 15 consecutive days in duration, parents should notify the appropriate counselor in order to initiate homebound instruction.

Independent Study

Outside of EHS (External)

Sometimes students wish to enroll in programs outside of EHS for which they want to receive credit toward graduation. These are usually organized programs offered by recognized educational institutions that help students expand their education and experience (ie. Concordia Language Villages).

Within EHS Departments (Internal)

Sometimes students wish to earn independent study credit by conducting an independent project or study under the supervision of an EHS staff member.

Any student wishing to earn independent study credit toward graduation must complete the following process prior to the semester of institution.

1. Student obtains an Independent Study application form and reviews the scope of the expectations in consultation with their counselor. Forms can be found on the [Edina High School webpage](#) under “Student Support Services” and “Forms”.
2. Student secures a teacher/advisor and two adult recommendations (one can be the teacher/advisor) to support participation and ensure rigorous learning in the Independent Study Project.
3. Student completes the Independent Study application form, securing the parent and teacher/advisor signature.
4. Student meets with the area leader and teacher/advisor. Expectations to demonstrate learning for earning credit would be determined and specified at this meeting.
5. The area leader and cooperating teacher present the project to the department for approval.
6. Upon departmental approval, the application, with all specific conditions and expectations attached, is presented to the principal for final approval.
7. Upon successful completion of the Independent Study project, the teacher/advisor determines final grade.
8. The final grade for the Independent Study activity is entered onto the student’s transcript as a permanent record. The grade is not calculated into the GPA.

Parent/Guardian Refusal for Statewide Assessments

Edina High School students take part in several statewide assessments. These include: MCA Reading (10th grade students), MCA Math (11th grade students), MCA Science (students enrolled in Biology), and ACCESS (students who have qualified for English Language Learner services).

Parents or guardians may excuse students from these tests using [this form](#).

Please visit the [Student Assessment web page](#) for more information or contact the Edina High School office at (952) 848-3800 or email edina.edinahigh@edinaschools.org with any questions.

Postsecondary Enrollment Options (Policy 620)

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. A student who satisfactorily completes a postsecondary enrollment options (PSEO) course or program under state law, that has been approved as meeting the necessary graduation requirements, is not required to complete other requirements corresponding to that specific course of study. The grade will be reflected on the transcript and calculated into the overall GPA. A list of the courses or programs meeting the necessary requirements may be obtained from the commissioner of the Minnesota Department of Education. Students wishing to take a PSEO course should contact the school counselor.

Support/Assistance with School Work

Students have several options available for additional assistance with school work.

- Contact Teacher
- Utilize [Teacher Office Hours](#)

Teacher Conferences

Families and students will have opportunities to meet virtually with teachers on a designated day each semester. Information regarding sign-up for conferences will be provided via email and the school newsletter. Families may also schedule meetings during school hours with teachers on other days at mutually convenient times.

Attendance Expectations/Procedures ([Policy 503](#))

It is the right of each Edina student to be in school. It is also the student's responsibility to attend, on time, all assigned classes every day school is in session, and to be aware of and follow the correct procedures when absent from an assigned class. Students are responsible for securing missed work, scheduling make-up assessments, and are accountable for making up missed course content.

School administration will follow the steps below based on the number of unexcused/excused absences a student has incurred.

Please contact the attendance line at (952) 848-3802 or use Infinite Campus to excuse a student.

Excused Absences

Any Excused Absence

Full credit is given for make-up work. A student should complete ALL missing work within a period equating to two school days per day of excused absence to receive full credit.

12 Excused Absences

The school will communicate with parents about attendance concerns via phone call or parent meeting. The student may be placed on an intervention plan which may require pre-approval from administration/health services or provide a note from a medical provider upon subsequent excused absences.

The district reserves the right to report students truant if they accumulate more than 12 excused absences during the year.

Unexcused Absences

Any Unexcused Absence

The family will be notified via automated phone call. The family has 48 hours to excuse the absence via the EHS online system or by phone. Students have the opportunity to make up missed work for up to 75% or equivalent.

3 Unexcused Absences

At three unexcused absences, schools are required to send a Three-Day Continuing Truant notification letter home to parents/guardians.

7 Unexcused Absences

Truancy Report 1 will be filed through the Hennepin County “Be@School” program. Parents may be required to attend a Parent Group Meeting through the “Be@School” program. At seven unexcused absences, a student is considered a habitual truant. The school will communicate with parents about attendance concerns via phone call or parent meeting including EHS staff to create an intervention plan.

12 Unexcused Absences

Truancy Report 2 will be filed through the Hennepin County “Be@School” program. Pending student performance or extenuating circumstances, students may be dropped from class with a grade of NC.

Consecutive Absences

When a student is absent for 15 consecutive school days they will be unenrolled from school. Re-enrollment in school may be considered dependent upon residency, space, and circumstances of absences. Families should contact the school in anticipation of or during extended absences, or to request re-enrollment.

Chronic Absenteeism

Regardless of whether absences are excused or unexcused, students missing 10% or more of school days (approx. 18 days per year) are considered chronically absent. EHS will initiate a support plan once a student reaches 5 cumulative absences in a semester to prevent academic decline.

Tardiness

Tardiness is late arrival to school or to a class, not to exceed 10 minutes. Tardiness, other than the first period of the day, will be handled by the teacher. Each teacher will advise students of penalties and/or makeup for their class. Late arrivals to school in the morning will be dealt with through the office. The fourth unexcused tardy in any given quarter will result in an intervention (e.g., attendance plan, parent/guardian meeting, team meeting).

Attendance at Assemblies and Pep Fests

Students are expected to attend assemblies during the day. Students who do not wish to attend assemblies during the day must report to the commons during the assembly.

E-Learning/Weather Days

No School (Traditional “Snow Day”)

Used for the first three weather-related closures. Students do not have school, and no instruction is provided.

What families can generally expect:

- K-12 activities are canceled
- EHS Athletics and Activities decisions may differ; decisions are made by the superintendent, principal, and athletic director/advisor. Decisions are communicated to participating families by the director/advisor.
- Community Education activities are canceled

- Kids Club care is closed
- No community groups or rentals can access the buildings; the buildings will be closed

E-Learning Day

After three closures (Day 4+), learning continues at home to prevent long-term disruption. Students receive guidance and assignments from teachers through their online learning platform.

What families can generally expect:

- All K–12 activities are canceled
- Decisions for EHS athletics and activities may vary. They are made by the superintendent, principal, and athletic director/advisor, and communicated directly to participating families.
- Community Education activities are canceled
- Kids Club care is closed; No community groups or rentals can access the buildings; the buildings will be closed

Electronic Technology

Acceptable and Unacceptable Use ([Policy 524](#))

Purpose

The school district is providing students with access to the district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The Internet is accessible in the district for use as an educational resource. Families and students are required to review and agree to the acceptable use expectations each year to ensure safe and responsible use of technology. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network. In addition, the use of any digital device on the District Network requires students to abide by Edina Public Schools' Policy 524 (Electronic Technologies Acceptable Use).

Cell Phone and Personal Electronic Device Usage

The use of the school district system and access to use of the Internet is a privilege, not a right. Edina Public Schools provides the opportunity for secondary students to bring a personal device, including cell phones, to school to use as an educational tool. The use of these devices will be at teacher discretion.

- Students must obtain teacher permission before using a personal device during classroom instruction.
- The use of a student-owned device should not require undue accommodation or technical support.
- Student use of a personal device must support the instructional activities currently occurring in each classroom and lab. The use of a student-owned device should not interfere with classroom order nor cause undue disturbance.
- Students must turn off and put away a personal device when requested by a teacher.
- Audio should be muted, or headphones used.
- No electronic devices may be used in a testing environment without teacher approval. Use of an unauthorized device in a testing environment will result in the loss of credit for the exam regardless of whether or not the student has completed the exam.

Classroom Expectations Using Technology

A tiered system will be implemented for instances when teachers direct students to use a device to complete classroom assignments or permit device use during independent work time. High school students may use personal electronic devices outside of their classroom following established digital citizenship practices.

Tier 1

Devices must be stored in a locker, backpack, purse, etc., and remain out of sight and not in use in the classroom. This is the default expectation for all classrooms.

Tier 2

At the teacher's direction, students may use a device to complete a specific learning task.

Tier 3

A teacher may grant permission to use a device during independent work time (i.e., listening to music with earbuds) with the expectation that students display strong digital citizenship.

Misuse of Technology

First Infraction

The teacher reminds the student to put away the device for the class period.

Second Infraction

The teacher takes the device for the remainder of the class period and calls or emails the parent/guardian. The student is given the device at the end of the period.

Third Infraction

The teacher takes the device and brings it to the main office. A school administrator will call home to request that the device is picked up by a parent/guardian.

Fourth Infraction

An administrator, parent/guardian and student meet to develop a device contract and plan to move forward.

Device Security Risks

Personal digital devices are especially vulnerable to loss and theft. Electronic devices are a target in school, on school grounds, and on buses for theft. Although the majority of thefts may be for a profit from selling the device, there is a growing number who steal devices specifically for the sensitive data they may contain. Students are encouraged to proactively take steps to secure personal property brought to school.

- Edina Public Schools does not accept responsibility for personal property brought to the school by students. This includes personal digital devices.
- Students who choose to bring a device to school assume total responsibility for the device. Devices that are stolen or damaged are the responsibility of the student and their parents or guardians.
- If a device is left unattended it will be picked up by staff and turned into the Media Center or Main Office.
- Students should not allow others to log in on their personal device, even if the other student has rights to log in on their own device.

Online Code of Ethics ([Policy 524](#))

In the Edina Public Schools, it is important to use information and technology in safe, legal, and responsible ways. At the same time, the school district has a desire for our students to leave our system with a positive digital footprint. We embrace these

conditions as facets of being a digital citizen and strive to help students develop a positive digital footprint.

1. Students accessing or using electronic products, including but not limited to blogs, wikis, podcasts, Google workspace, and district learning management systems for student assignments are required to keep personal information out of their postings. At the high school level, parents/guardians may opt to allow their students to utilize their full name in order to increase their positive digital footprint when publishing to an authentic audience.
2. Students will select online names that are appropriate and will consider the information and images that are posted online at an age-appropriate level.
3. Students will not log into the network, devices, or other educational technologies as another classmate.
4. Students using electronic tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on electronic tools. Students are expected to treat others and their ideas online with respect.
5. Assignments on electronic tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism, academic integrity, and acceptable use of technology.
6. Student blogs, webpages, and other content creation tools are to be a forum for student expression; however, they are first and foremost a tool for learning. The district may restrict speech for valid educational reasons as outlined in school board policy.
7. Students will not use the Internet, in connection with the teacher assignments, to harass, discriminate, bully, or threaten the safety of others. If students receive a comment on an electronic tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher or another trusted staff member and must not respond to the comment. Student conduct that occurs off-campus, but has a connection to the school environment, may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media, or through other communications.
8. Students accessing electronic tools from home or school, using school equipment, will not download or install any software without permission and will not click on ads or unknown links.
9. Students should be honest, fair, and show integrity in gathering, interpreting, and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.
10. Students will treat information, sources, subjects, colleagues, and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person

or group of people. Students will gain permission from students or staff who are the focus of their research, recording, or content creation.

11. Students are accountable to their readers, listeners, and viewers, and to each other. Admit mistakes and correct them promptly. Expose unethical information and practices of others.
12. Users will not repost or resend content that was sent to the user privately without the permission of the person who created the content.
13. Board policies concerning acceptable use of electronic technology include the use of these electronic tools for school activities.
14. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.

Limitation of Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on district cloud services, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the district system. The district will not be responsible for financial obligations arising through unauthorized use of the district system or the Internet.

Grading Information

Grading ([Policy 618](#))

Academic progress is reported with an A to F marking system. Letter grades are used to report scholastic achievement in most classes. In those few courses in which a different reporting pattern is employed, students and parents will be informed in advance of the procedure to be used by the teacher.

Grade Letters and Values (Non-Weighted) ([Policy 618](#))

The letter grades listed below are assigned on report cards and transcripts. The accompanying numbers represent the grade point values for non-Advanced Placement classes and are used in the calculation of the unweighted class rank.

Letter	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
--------	---	----	----	---	----	----	---	----	----	---	----	---

GPA	4.0	3.667	3.333	3.0	2.667	2.333	2.0	1.667	1.333	1.0	0.667	0.0
------------	-----	-------	-------	-----	-------	-------	-----	-------	-------	-----	-------	-----

Grade Letters and Values (Weighted) ([Policy 618](#))

The letter grades listed below are assigned on report cards and transcripts. The accompanying numbers represent the grade point values for Advanced Placement classes and are used in the calculation of the weighted class rank.

Letter	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
GPA	4.8	4.4	4.0	3.6	3.2	2.8	2.4	2	1.6	1.2	0.8	0.0

Grade Replacement

Students earning a D+ or lower in a required class may retake the course through an approved partner program (EHS or NSO). When considering this option students must work directly with their parents/guardians, teacher, and assigned counselor to understand all future impacts. When the retaken course is successfully completed, the new grade will appear on the transcript, and the original grade will be replaced on the transcript with an NG.

Grade Reporting Updates

Marking periods will vary in length from one school year to the next. Student progress is reported via Schoology. Students and parents are expected to be aware of ongoing grades throughout the school year.

Make-Up Work Guidelines ([Policy 503](#))

Any absence will require the student to make up for missed work. Students will be allowed two school days for each day of absence to complete missed assignments. Students with an unexcused absence may make up missed work for no more than a grade of C (75%).

- The student is responsible for seeing the teachers to initiate make-up work.
- In the event of a long-term absence, the student will be given 10 days after returning to school to make up work.
- If the long-term illness occurs at the end of a semester, a mark of “Incomplete” (I) will be given.

Making Up Incompletes ([Policy 618](#))

A maximum of three weeks after the end of a semester reporting period is the deadline to make up all work due to the preceding semester unless special arrangements have been made with the teacher.

Pass/No Credit Grading Request ([Policy 618](#))

Students may elect to change grading for one elective class to P/NC each semester. This choice needs to be made and the counseling office informed of it no later than 9 weeks into the semester. The deadline to complete this form for the first semester is October 15th, and March 27th for the second semester. The form can be found on the [Edina High School webpage](#) under “Student Support Services” and “Forms”.

- This grading option is not allowed for courses that are required for graduation, Advanced Placement (AP), or College in the Schools (CIS) courses.
- No changes will be made after a student has elected to take a course for a P/NC grade and submitted the form.

Please fill out all the information. An email will be sent to the teacher, counselor, and the parent(s)/guardian(s). Consult with your teacher, parents/guardians, and/or counselor prior to choosing to take a course P/NC, as it could have impacts on future opportunities.

Health Services

For more information, visit the [Health and Wellness website](#).

The Licensed School Nurse (LSN), assisted by the Health Service Associate (HSA), provides the following services to support Edina High School students and staff.

- Provides health consultation and assessment
- Promotes the health and well-being of all students
- Develops health plans for students with health conditions
- Coordinates prevention and control of communicable diseases
- Develops a system of first aid, nursing procedures, and emergency care
- Provides referrals to community resources
- Administers approved medication
- Processes immunization records and maintains health records

Health Office Procedures

Absences

Call the attendance line at (952) 848-3802. Please call the Licensed School Nurse at (952) 848-3075 if your child will be absent for an extended period of time due to illness, surgery, or other medical circumstances.

Please note: Illnesses such as Strep Throat, Mononucleosis, pertussis, and influenza should be reported to the health office.

First Aid and Illness at School

If a student becomes ill at school and needs to go home, Health Services staff will attempt to contact a parent/guardian. The emergency contact will be contacted if a parent/guardian is not able to be reached.

A student will NOT be allowed to leave school without contacting an adult. Please update the health office with any changes in these contacts.

Student Medication Administration ([Policy 516](#))

All medication, with the exception of inhalers, must be kept in the Health Office.

Registration/Scheduling Information

Advanced Placement Courses Offered at Edina High School

Subject	Courses
English	AP English Language and Composition AP English Literature and Composition
Math	AP Statistics AP Precalculus AP Calculus AB AP Calculus BC
Science	AP Biology AP Chemistry AP Environmental Science AP Physics 1 AP Physics C: Mechanics AP Computer Science Java AP Computer Science Principles
Social Studies	AP US History AP Economics

	AP African American Studies AP Comparative Government AP US Government AP European History AP Human Geography AP Psychology AP World History
World Language	AP Chinese Language and Culture AP French Language and Culture AP Spanish Language and Culture
Art	AP Studio Art 2D AP Studio Art 3D

Course Registration Requirements

A student may register for seven courses, but must register for at least six credit-bearing courses each semester. A student registering for six courses must also register for a student prep, teacher assistant, peer tutor, or other alternative for one period each day.

Schedule Changes

Each year, students participate in a thorough registration process in February and March that determines course sections, course offerings, and teacher staffing. Schedule changes will only be made for the following reasons after registration closes.

- Open class period on schedule
- Missing graduation requirement
- Prerequisite not met
- Class drop to Student Prep, Teacher Assistant, or Peer Tutor.

Course Drops ([Policy 618, Appendix I](#))

Students may drop a course prior to the 4th week of each semester with a notation of the drop made on the student's transcript.

Students who drop a class before the end of the fourth week of the semester due to unique circumstances may receive one of the marks listed below. Non-letter grades have no impact on grade point average. These marks will remain on the student's permanent record until the student retakes the course during a future semester. Non-letter grade marks are:

- NG – No letter grade assigned; a grade of NG should be supplemented by anecdotal reports to the parent(s)/guardian(s).
- NC – No credit given for the class; no letter grade assigned.
- P – Credit granted for passing the class with a D- or higher; no letter grade assigned.

Students who drop a class after the end of the fourth week of the semester will incur a penalty by receiving a grade of “F” which will be calculated into the grade point average. An appeal may be submitted by a counselor to the principal on a case-by-case basis, where special circumstances should be taken into consideration.

Repeating a Class

A student may not repeat a course for credit if the course has already been successfully completed. Any exception to this policy must have prior administrative approval.

Student Conduct And Discipline ([Policy 506](#))

Expectations for student conduct are specifically outlined in this handbook and [Policy 506](#). Students and their parents are expected to read and be responsible for all the content of this document. Some areas of student conduct worthy of additional highlighting are included below.

Bullying Prohibition ([Policy 514](#))

The act of bullying, including cyberbullying, is prohibited on district property, at district functions, or on district transportation. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity, as defined in statute, is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other district personnel.

- “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's ability to

learn, or ability to participate in district functions or activities, or receive district benefits, services, or privileges, or with a teachers' ability to educate students in a safe environment.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

- "Malicious and sadistic conduct" means creating a hostile learning environment by acting with intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

Any person who believes they have been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or other conduct prohibited by Policy 514 will report the alleged acts immediately to an appropriate district official designated by the policy. A person may report bullying anonymously; however, the district may not rely solely on an anonymous report to determine discipline or other remedial responses. The Bullying Report Form is Appendix I to Policy 514 and can be found on the website's [Families page](#).

Cafeteria Expectations

The cafeteria is in continuous use throughout the day. It is essential that students clean up after themselves in order to maintain a pleasant, clean, and relaxed atmosphere for all students. Some basic regulations are necessary due to the large number of students using the cafeteria.

- Cooperation and thoughtful consideration for other students are expected and appreciated.
- Students are to conduct themselves in an orderly manner at all times in the lunch lines and while eating.
- Students are responsible for picking up garbage and returning trays and utensils when they are finished eating.

In an effort to keep our school clean, students are not allowed to take food out of designated eating areas.

Distribution of Materials ([Policy 904](#))

Students are entitled to express opinions in writing and to distribute written materials on school grounds, provided the distribution guidelines presented below are followed.

- All written and/or posted materials must be signed by an administrator.
- The material may be distributed only in the cafeteria and commons between 8:00–8:20 a.m. and 3:15–3:30 p.m.
- The distribution may not include: “Hate” literature which attacks groups such as ethnic, religious, and/or racial, material that is pornographic or obscene, material that is libelous, material designated for commercial purposes, for example to advertise a product or service, material designated to solicit funds, or material that is likely to disrupt class work, involve substantial disorder, or infringe on the rights of others.
- Distributed materials that are littered in the immediate area (hallways, sidewalks, etc.) should be removed by the persons distributing the material.
- Bulletin boards are provided for the use of approved student groups and individual students.
 - Materials placed by students on bulletin boards designated for official school announcements or in other non-designated areas may be removed by school personnel.
 - Bulletin boards designated for students may be used for school activities, out-of-school activities, or matters of general interest to students.
 - Any posted material deemed to violate the general guidelines herein provided may be removed immediately by the school administration.

All student-posted notices or communications will be subject to reasonable size limitations and will be dated and may be removed by the school after seven days to assure full access to bulletin boards. Signs and posters should not be adhered to windows, trophy or display cases, emergency or directional signs, or any other surface that will be damaged by adhesives.

Hazing Prohibition ([Policy 526](#))

Hazing is defined as an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. No student or staff will plan, direct, encourage, aid, or engage in hazing. This policy against hazing applies to behavior that occurs either on or off district property and at any time of day. Any person who believes they have been the target or victim of hazing, or any person with knowledge or belief of conduct which may constitute hazing, will report the alleged acts immediately to an appropriate school district official designated by Policy 526. A person may report hazing anonymously; however, the district may not rely solely on an anonymous report to determine discipline or

other remedial responses. The Hazing Report Form is Appendix I to Policy 526 and can be found on the website's [Families page](#).

Loitering

Students have a responsibility to be good neighbors. Students should not congregate in the parking lots or any area adjacent to or abutting school grounds. Students are not allowed to loiter in the restrooms, locker rooms, or other unsupervised areas of the school.

Scholastic Dishonesty ([Policy 506](#))

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism, or collusion is prohibited. Disciplinary measures may include a student services referral or, for repeated offenses, suspension. Academic consequences may also be assigned.

Academic dishonesty includes “AI Plagiarism”, the act of submitting content generated by AI (e.g., ChatGPT) as one’s own original work without explicit teacher permission.

School Resource Officers ([Policy 507.5](#))

One or more School Resource Officers (SROs) may be present at various times within any district school. The district contracts with the City of Edina for the services of trained and licensed peace officers during the regular instructional day. The SROs’ duties are set forth in district policy and include, but are not limited to, fostering a positive school climate through relationship building and open communication, protecting students, staff, and visitors on school grounds from criminal activity, and coordinating with the district’s emergency management and school safety officer on school safety matters. SROs may not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.

Sportsmanship Expectations and Procedures for All Events

Basic fundamentals of human respect, sportsmanship, and acts of good conduct are expected. It is expected that this respect is extended to all in attendance; including participants, spectators, and officials/judges.

Offensive Behavior

Offensive behavior, such as teasing, name-calling, put-downs, inappropriate language, coercive behavior, or other mean-spirited behavior, is prohibited.

- First offense: Verbal warning; Discretionary depending on level of behavior
- Second offense: Removal from event (7 calendar days), suspension from attending Edina activities
- Third Offense: Full-year suspension from attending Edina Activities

MSHSL Rules

Please also note that MSHSL rules prohibit the following:

1. Use of air-horns, whistles, cowbells, firecrackers, etc.
2. Use of banners, signs, or flags
3. Throwing objects
4. Being on the premise of the scheduled contest while under the influence of chemicals, including alcohol
5. Unauthorized entry into any scheduled contest
6. Inappropriate dress and/or behavior
7. Spectator demonstrations on the playing field, courts, etc.

NOTE: Students may be asked to submit to a PBT test at any time. Offenses could carry over from game to game. Administrative discretion applies in all cases.

Student Dress ([Policy 504](#))

This policy enhances the education of students by establishing expectations of dress and appearance that are related to educational goals, promote school unity, enhance student safety, and permit appropriate freedom of expression. Students cannot wear:

- Clothing or accessories depicting violent language or images.
- Clothing or accessories depicting images or language depicting or promoting any illegal item or activity, hate speech, promotion of threat/hate groups including gangs or supremacist groups, profanity, or pornography. This includes: emblems, badges, symbols, signs, words, objects or pictures on clothing or accessories.
- Accessories that could be considered dangerous or could be used as a weapon or damage school property.
- Any item that obscures (conceals) the face (except as a religious observance) including, but not limited to, masks, face paint, or grooming.

Student Safety

Student safety is a top priority in all courses, particularly those involving hands-on activities, laboratory work, physical education, or other potentially hazardous

environments. To ensure a safe learning environment, all students are expected to adhere to established safety guidelines and procedures at all times.

Expectations

- Safety Procedures: Following the appropriate classroom instruction regarding safety
- Classroom material and equipment: Only to be used as intended
- Removal of items: Items should not be removed from the designated classroom area.
- Appropriate Behavior: Disruptive, reckless, or intentionally dangerous behavior that jeopardizes one's safety or that of others will not be tolerated.
- Protective Gear: Students must wear appropriate safety gear, such as goggles, gloves, or lab coats, where required.
- Emergency Procedures: Students must be familiar with and adhere to emergency response protocols in case of an accident or hazardous situation.

Consequences for Violations

Failure to comply with safety expectations may result in disciplinary actions, including but not limited to:

- Temporary removal from the activity or class session
- Required safety training before resuming participation
- Parent/guardian notification
- Permanent removal from the course if violations persist or if a single violation poses a serious risk to the safety of self or others

Course Removal Policy

The decision to remove a student from a course will be made by the school administration. The student may be dropped from the course if their actions:

- Repeatedly violate safety expectations despite warnings
- Endanger themselves or others through negligence or misconduct
- Demonstrate an unwillingness to follow necessary safety guidelines

Tobacco/Vaping ([Policy 419](#))

School district students and staff have the right to learn and work in an environment that is tobacco-free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related

devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

Vandalism ([Policy 506](#))

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition ([Policy 501](#))

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal will, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis.

Student Services

For more information, visit the [Student Services webpage](#).

College and Career Center

The College and Career Center is open daily for student use throughout the school year. It contains information and materials helpful in career and post-high school planning. Students are encouraged to familiarize themselves with the materials and the services offered by the College & Career Center.

Language Access Plan

The district has adopted a Language Access Plan that includes processes and procedures to assist students and adults who communicate in a language other than English. This plan provides information about the language access rights, tools, processes, and resources available for students, families, and staff in the district. A copy of this plan and additional information can be found on the [Language Access Plan](#) page of the website.

School Counselors

Counselors are assigned to students by alphabet and typically stay with the same students through graduation. Counselors work with the student to plan and schedule courses and give academic, vocational, and career guidance. They work with students, parents, teachers, and referral agencies to help students solve problems. The counselor serves as an advocate for the student in relationships with the school, peers, parents, and outside agencies. A counselor will not break confidentiality unless it involves danger to the student or to others.

School Social Workers

Social workers at EHS work to provide services to students to improve their academic performance and to help enhance their social-emotional well-being. They also connect families with resources within the community that help to support them.

General Procedures/Other Information

Anonymous Reporting System – Say Something

Edina Public Schools participates in the Say Something Anonymous Reporting System, a school safety program that empowers students to recognize warning signs of potential threats and report concerns anonymously. Students can submit tips 24 hours a day, 365 days a year by phone at 1-844-5-SAY-NOW, through the mobile app, or online [here](#). Tips are reviewed by trained crisis counselors who will contact school administration and, if necessary, law enforcement. Intentionally submitting a false tip is a serious offense and will result in disciplinary action in accordance with this handbook.

Asbestos Management Plan

The school district has developed an asbestos management plan. A copy of this plan can be found on [the district's website](#).

Backpacks

Students are allowed to bring backpacks to school. It is strongly suggested that students make use of an assigned locker to avoid carrying backpacks and books around school all day. Students are not to leave backpacks unattended in the cafeteria, commons, or in other areas of the building. Unattended backpacks and clothing bags will be confiscated and taken to the office.

Calendar

Edina High School follows the Edina Public Schools district calendar, [linked here](#). Please contact the Edina High School office at (952) 848-3800 or email edina.edinahigh@edinaschools.org with any questions.

Complaints ([Policy 104](#))

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Controversial Issues ([Policy 606 - Appendix IV](#))

Controversial issues may be discussed in the classroom provided specific criteria are met.

Crisis Management ([Policy 806](#))

Edina Public Schools uses the "[Standard Response Protocol](#)" (Hold, Secure, Lockdown, Evacuate, Shelter) for emergencies, focusing on clear, actionable steps for staff and students. Key protocols include locking down during immediate threats, securing campus for nearby activity, and a structured [reunification process](#) for safe student-parent release. Families are notified when this is necessary.

Drug Free School and Workplace ([Policy 418](#))

The possession or use of alcohol, controlled substances, toxic substances, medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances is also prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance, except for marijuana, which is not allowed on school property, even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. ([Policy 516](#)) The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Eighteen-Year-Old Students

Students aged 18 and older are legal adults and have all the legal rights and responsibilities that adults do. When enrolled in school, it is their responsibility to obey school regulations and the school authorities who enforce them. In relation to issues requiring parental permission for minors, 18-year-olds must abide by the same guidelines unless they have obtained legal emancipation from their parents/guardians through a court order and have presented that court order to the school authorities.

Emergency Drills

In a building the size of Edina High School, it is necessary for all students to be knowledgeable about emergency procedures. Classroom teachers will explain procedures for practice drills, and all students are expected to participate.

Employment Background Checks ([Policy 404](#))

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district will also seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities ([Policy 801](#))

The school district has created a limited open forum for secondary students to conduct noncurriculum-related meetings during noninstructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such

meetings. These limited open forum meetings will be voluntary and student-initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a nonparticipatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Extracurricular Transportation ([Policy 713](#))

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Family Status Changes

Parents should notify the Student Services office immediately regarding any change in address or changes to family structures such as separation, divorce, guardian, or custody arrangements.

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, yearbooks, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.

- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, library books, and equipment that are lost or destroyed. If books/materials are not turned in at the end of the semester or school year as required, a fee will be entered into Infinite Campus and email reminders will be sent to parents and students. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the main office of your student's school.

Fundraising ([Policy 629](#))

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the school supervisor. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

Food & Beverages in Classrooms

Pop, juice, and food are not allowed in classrooms. Students may have water in classrooms unless a teacher disallows it. Pop, juice, and food spills contribute to carpet stains and an unsanitary environment including rodent infestation. Pop, juice, and food should be consumed only in the cafeteria or other designated areas.

Gifts to Employees ([Policy 421](#))

The school district recognizes that students, parents/guardians, and others may wish to show appreciation to district employees. The district, however, discourages gift giving to employees and encourages appreciation letters and notes or small tokens of gratitude. An employee may not solicit, accept, or receive, either by direct or indirect means, a gift from a student, parent/guardian, or other individual or organization of greater than limited value. The superintendent has discretion to determine what value is "limited."

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

Harassment and Violence Prevention ([Policy 413](#))

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The Discrimination, Harassment, and Violence Report Form can be found on the website's [Families page](#).

ID Cards

Each student will be issued an ID card that includes a picture, barcode, and other identification data. It is necessary to carry this card at all times at school activities. Teachers or supervisors may ask students to show this card for identification purposes; it is required for entrance to all dances. Lost cards will be replaced for a fee of \$5.

Immunizations ([Policy 530](#))

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse.

Inspections & Searches ([Policy 502](#))

Edina Public Schools does not allow students to use lockers, desks, or their vehicle for unauthorized purposes or to store contraband. Further, students will not carry contraband on their person or in their personal possessions while on district property or during district-sponsored or school-sponsored events.

- School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- When a school official has a reasonable suspicion that a search will uncover a violation of law, district policy, or school rules; the school official may search a student's personal possessions, vehicle, or the student's person. The search will be reasonable in its scope and intrusiveness.

Instructional Content Policy ([Policy 606](#))

The school district will provide a process for district families and/or community members to request a review of select instructional text and/or materials. Standardized tests and all teacher-made tests that have not yet been administered, must remain confidential, and therefore may not be reviewed.

Interviews of Students by Outside Agencies ([Policy 519](#))

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the district. Interviews of students by outside agencies are generally not permitted except as described in School Board Policy 519.

Lead in Drinking Water Testing

Edina Public Schools has historically conducted, and continues to conduct, Lead in Drinking Water testing per the Minnesota Department of Health's "Reducing Lead in Drinking Water: A Technical Guidance for Minnesota's Schools" recommendations and Minnesota Statute 121A.335 requirements. Anyone interested in discussing the district Lead in Drinking Water program or results may contact the district's Buildings and Grounds Department for access to documentation.

Lunch and Breakfast

The district partners with Chartwells to offer a choice of healthy food options for all students. Meals are prepared and served under the National School Lunch Program,

and Edina is part of the Minnesota Free School Meals Program. All students are given the opportunity to receive **one free breakfast** and **one free lunch** each day. To receive the free lunch, students must have a minimum of three (3) different food groups on their tray, and they may choose a maximum of five (5). One of those foods must be ½ cup of fruits or vegetables. **À la carte options such as snacks or beverages other than milk, and second meals or extra milk, all need to be paid for with money from the student's meal account.**

Meal accounts, including purchase history and funding options, can be accessed through Infinite Campus. Students will need to enter their account PIN to receive any food from the cafeteria.

Students may choose to bring lunch from home. To help maintain a safe school environment, lunches may not be delivered to school by outside organizations (such as DoorDash or similar services). Parents/guardians are welcome to drop off lunch for their student in the main office. We ask that families only bring lunches for their own student(s) and not for other students.

Lunch is to be eaten in designated areas only. Lunch times vary by classroom and grade level. Students will be notified of their assigned lunch time on the first day of school.

For further information about the district's meal program, including menus, à la carte prices, and how to add funds to student meal accounts, please see the [Food and Nutrition Services](#) webpage.

Medical/Health/Accident Insurance ([Policy 534](#))

The school district does not provide medical, health, or accident insurance for students. If a student has an accident, is ill, or is injured while at school or while participating in a district-sponsored activity, families will need to access their own insurance plans to cover any associated costs (e.g., medical care, emergency transportation, etc.). Direct all questions related to insurance to the Director of Business Services.

Non-Sponsored Student Activities ([Policy 628](#))

Students with questions about student organizations should see the activities director or a supervisor.

- A. Non-sponsored student activities are organizations, clubs, societies, and/or fraternities that are not recognized by the school district, and do not meet the established criteria of a sponsored school activity.
- B. The non-sponsored student activities have membership composed primarily of students from a district school, are sponsored by other than school personnel, meet outside school hours at places other than the school, and establish aims that are other than educational. These activities are beyond the jurisdiction of school authorities. The members may access the district facilities according to [Policy 801 – Equal Access to School Facilities](#)
- C. Membership in secret fraternities, sororities and/or clubs is prohibited in the district. Further, activities contrary to the best interest of a school or that negatively reflect on the reputation of a school or that interfere with the school's basic educational mission are prohibited.

Nondiscrimination ([Policies 103, 521, 522, 528](#))

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Sonya Sailer, Executive Director of Human Resources, as the district's human rights officer to handle inquiries regarding nondiscrimination:

Sonya Sailer

Executive Director of Human Resources

sonya.sailer@edinaschools.org

(952) 848-4911

The Discrimination, Harassment, and Violence Report Form can be found on the website's [Families page](#).

Notice of Violent Behavior By Students ([Policy 529](#))

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of their child's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher;
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Pesticide Application Notice

Edina Public Schools uses a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

- Inspection and monitoring to determine if pests are present and whether any treatment is needed;
- Recommendations for maintenance and sanitation to eliminate pests without need for pest control materials;
- Utilization of non-chemical measures such as traps, caulking and screening; and
- Application of EPA-registered pest control materials when needed.

The long-term health effects on children from the application of pest control materials may not be fully understood. All pest control materials are chosen and applied according to label directions per federal law.

An estimated schedule of pest control inspections and possible lawn treatments are available for review. Parents of students may submit a request to receive prior notification of any application by calling the school principal or the Buildings and Grounds Department at (952) 848-3999. Safety Data Sheets for all pesticides and herbicides utilized are available for review by calling the Buildings and Grounds Department.

Pledge of Allegiance ([Policy 531](#))

Students will recite the Pledge of Allegiance to the flag of the United States of America weekly in one of the school's synchronous classes. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Release of Records to Other Persons ([Policy 515](#))

The school district will release information from a student's record only to those persons authorized by federal statute to receive information subject to the limitations to the federal statute.

Scholarships and Grant-In-Aids

National, state, and local scholarships and other financial aid programs are available to students who can qualify. Students interested in scholarships or other forms of financial assistance should contact their counselor early in their senior year.

School Closing Procedures ([Policy 807](#))

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over automated voicemail, email, text, the district website, and through local media. For more detailed information, please visit our [Weather Emergencies and School Closings](#) page.

School-Sponsored Media ([Policy 512](#))

Student media advisers will supervise student journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules;
8. advertises or promotes any product or service not permitted for minors by law;
9. advocates sexual, racial, or religious harassment or violence or prejudice; or
10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

Student Records ([Policy 515](#))

A cumulative record is maintained for each student. Such records may be used only for the benefit, promotion, or welfare of the student. Records include personal and family data, test data, including aptitude and interest, medical reports, anecdotal reports, records of conferences, copies of correspondence with parents and others concerning the student, and all achievement records, as determined by tests and teacher evaluation.

Student Surveys ([Policy 520](#))

Student surveys will be conducted anonymously, unless the parents/guardians of the students are notified in writing that the student survey responses are to be identified with the students' names, and the parents/guardians are provided the opportunity to opt out of the survey. There will be no requirement that the student return the survey, and no record of the student returning a survey will be maintained. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to

participate in a survey will be maintained by the school district in a file separate from the survey responses

Suicide Prevention Information

Students and families can get help any time. Call or text 988 to reach the 988 Suicide & Crisis Lifeline. To reach the Crisis Text Line, text HOME to 741741. In Hennepin County, local mobile crisis services are available 24 hours a day at 612-596-1223. If there is an immediate safety emergency, call 911.

Travel

Families of students traveling outside of Minnesota for 15 or more consecutive school days must contact the Edina High School office prior to travel. Under 2025-2026 guidance from the Minnesota Department of Education, and according to district policy, students must either be unenrolled during their time out of state or families must pay tuition during that time.

Video and Audio Recording ([Policy 717](#))

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

Visitors in District Buildings ([Policy 903](#))

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office or front desk upon entering the building, with the exception of events open to the public. All visitors will be required to sign in and to wear a “visitors badge” while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employees, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

Automobile Parking And Traffic Regulations ([Policy 527](#))

For safety reasons and because of limited parking space, students are urged to ride the school buses. Students may not drive to school without a parking permit clearly displayed in their car windshield. Applications for a parking permit are completed prior to the start of each school year.

There are no reserved parking spots for parking permit holders. Driving to and parking at school is a privilege, not a right. Permits are assigned on a temporary basis with the expectation that all parking and traffic laws will be followed. Failure to comply with the parking permit regulations may result in the loss of the parking permit and parking-driving privilege.

Edina High School and Edina Public Schools are not responsible for theft, vandalism, or injury in the parking lots. Drivers are advised to lock motor vehicles parked in the school parking lots.

Parking Permit Regulations

1. A parking permit must be displayed at all times when the vehicle is parked on campus. It must be applied and displayed hanging from the rear view mirror.
2. Permits are non-transferable. Students may not give away or sell a permit to another student or carpool. Parking permits are considered the property of the school.

Violations

Compliance with traffic regulations is essential and expected. In accordance with [Policy 506](#), violations will result in possible loss of parking privileges and/or suspension from classes.

1. Cars that are illegally parked, parked outside of designated areas, or parked without a permit displayed may be booted or towed without warning;
2. Speeding, careless driving, or dangerous driving (as deemed by the administration) may result in the revocation of a parking permit for an entire carpool for an entire year or semester without refund;
3. Lost or stolen permits are subject to a replacement fee;
4. Stealing, forging or using a false permit will result in a school suspension and the loss of parking privileges.

District Policy Manual (Select Topics Index)

Topic	Policy Number(s)
Accidents	806
Alternative Educational Opportunities	605
Attendance	503
Bullying Prohibited	514
Cell Phone	506, 524
Class Assignments	619
Complaints	104
Crisis Management	806
Discipline	506
Drug-Free School and Workplace	418
Emergency Contact Information	515
Employee Directory	406
Employment Background Checks	404
Equal Access to School Facilities	801
Extended School Year	508
Field Trips	538
Fundraising	629, 709
Gifts to Employees	421
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	516, 516.5, 518, 530
Homework	610
Internet Acceptable Use	524
Interviews of Students by Outside Agencies	519

Nondiscrimination	103, 401, 402, 521, 522, 528
Notification of Violent Students	529
Pledge of Allegiance	531
Schedule	602
School Activities	627, 628
School Closing Procedures	807
School Calendar	602
Searches	502, 527
Student Dress and Appearance	504
School Meals Policy	533
School Promotion and Retention	513
Student Publications and Materials	512
Student Records	515
Student Surveys	520
Summer School	623
Tobacco-Free Schools	419
Transportation of Public School Students	713
Vandalism	506
Video and Electronic Surveillance	717
Visitors in School District Buildings	903
Weapons Prohibited	501